

Opening Date: Immediately
Number of Openings: 1
Classification: Exempt
Closing Date: Until Filled
Location: Austin

Posting number: SML-269
Duration of Job/Type: Permanent/Full Time
Group/Class #: B17/3574 or B19/3576
Salary: \$3,082 or \$3,521/month min *
* Commensurate with qualifications and experience.

TEXAS DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

JOB TITLE: Legal Assistant II/III

JOB DESCRIPTION: Performs complex or highly complex legal assistant work. Provides legal support, coordinate legal activities, draft legal documents, assists attorneys with case management, and maintains communication with the administrative law judge, clients, opposing counsel, agencies, and the general public. May train, supervise, and review the work of others. Works under general or limited supervision with moderate or considerable latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED:

- ◆ Prepares legal correspondence, reports, studies, forms, and documents.
- ◆ Prepares responses to open-records requests and legislative inquiries.
- ◆ Schedules attorney cases; organizes case files; and prepares fact summaries.
- ◆ Serves as liaison with other agencies regarding legal and enforcement administrative matters.
- ◆ Coordinates the service of subpoenas, notices of disposition, and other legal documents.
- ◆ Organizes trial and hearing materials and prepares pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.
- ◆ Schedules and helps attorneys prepare for hearings, interviews, depositions, and docket calls.
- ◆ Develops, coordinates, and maintains record keeping and filing systems.
- ◆ Researches and analyzes legal sources regarding legal and enforcement administrative matters.
- ◆ Compiles and analyzes data, makes calculations, and prepares reports.
- ◆ Answers complex questions regarding legal and enforcement administrative matters.
- ◆ Develops or assists with developing policies and procedures.
- ◆ May train, supervise, and review the work of others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience in legal assistant work – min. 3 yrs for Legal Assistant II, min. 5 years for Legal Assistant III.
- ◆ Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Experience and education may be substituted for one another.
- ◆ Course work in electronic assisted legal research, data processing, communications, computer science, or a related field a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of legal practices and terminology and of spelling, punctuation, sentence structure, and grammar, and ability to communicate effectively both verbally and in writing.
- ◆ Ability to prepare legal correspondence and documents; to electronically maintain files and records; and to interpret rules, regulations, policies, and procedures.
- ◆ Knowledge of office practices, administrative procedures, and the use of office equipment.
- ◆ Proficiency with database, word processing and spreadsheet programs.
- ◆ Ability to meet time deadlines and handle multiple tasks.
- ◆ Ability to perform computer assisted legal research (e.g. Westlaw, Lexis).

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit and criminal background checks.

HOW TO APPLY:

Submit state of Texas application via mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application. Applications are available at http://www.twc.state.tx.us/jobs/gvjb/stateapp_cr.doc. For directions or to request physical accommodations call Human Resources at 512-475-1356.

Texas Department of Savings and Mortgage Lending is an equal opportunity employer.